

Date Posted: 07/17/12

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

- Job Title:** Program Director
- Employer/Agency:** U.S. Schweitzer Fellows Programs
- Job Description:** The program director for the Houston-Galveston Schweitzer Fellows Program (HGSFP) is the principal contact person, administrator, and fundraiser of the local program. He/she works closely with and is accountable to the HGSFP's local advisory board and program chair(s) to achieve the goals and mission of The Albert Schweitzer Fellowship. The program director also receives support and supervision from the national leadership.
- Qualifications:** The Program Director will have four to six years' work experience. The candidate should demonstrate the ability to work with a diverse group of constituents representing a variety of backgrounds - public, private, nonprofit, and academic organizations.
- Other requirements are: Excellent communications skills, both written and oral. Exceptional levels of personal organization, with strong project/process planning experience and skills. Proven ability to work independently and productively on a range of projects simultaneously. Internet skills and computer literacy in word processing are required. Meeting planning experience a plus.
- We are looking for someone with energy, enthusiasm and a commitment to make things happen. Creativity, frugality, and a strong belief in the importance of service are all needed.
- Salary/Hours:** Currently, this is a twenty-hour a week position, on average, although at peak times, it can be as much as 30 or 40 hours a week. Approximately 40% of effort will go towards development activities and 60% of effort towards all other activities. The candidate must be flexible and able to accommodate these changes in schedule. Some weekend and evening work is necessary. The goal is to transition the program director into a full-time position
- Employer/Agency:** Baylor College of Medicine
Address: 3701 Kirby Drive, Ste. 600
City, State, Zip: Houston, TX 77098
- Contact Person:** Tiffany Harris
Contact Title: Program Director
- Email Address:** Tiffany.harris@schweitzerfellowship.org

Application Method: Submit a cover letter and resume or CV to
tiffany.harris@schweitzerfellowship.org

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@sw.uh.edu with the hiring details of your new job opportunity. Thank you